

SEND TEACHING ASSISTANT JOB DESCRIPTION

Post Title: SEND TA

Responsible to: Headteacher/SENCo

DATE PALM STATEMENT of INTENT

At Date Palm our vision is for the School to ensure our pupils grow like a Date Palm tree – with **strong foundations, lofty branches and produce fresh fruit**:

- ✓ To build **Strong Foundations for Character Development** that:
Instil values; inspire each pupil; display best manners.

- ✓ To have **Lofty Branches of Educational Excellence** that will:
Provide a broad and varied range of experiences and learning opportunities; Help each pupil progress and develop in all aspects; Support their skills and talents.

- ✓ To produce **Fresh Fruit that provides services to their Communities** in order to:
Become responsible and confident citizens; Make a positive difference; Commit to charitable endeavours; Become effective contributors towards Britain's future.

JOB SUMMARY

- a. To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- b. To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- c. To contribute to the overall ethos, work and aims of the school.

JOB CONTENT

- a. Undertake structured and agreed learning activities and teaching programmes for individuals.



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- b. Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
- c. Establish constructive relationships with pupils and interact with them according to their individual needs.
- d. Assist with planning of learning activities with the teacher.
- e. Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- f. Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures.
- g. Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
- h. Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- i. Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- j. Occasional classroom cover.

1. Supporting pupils' learning within the classroom under the direction of the teacher, including:

- a. Supporting pupils, including those with SEN individually or in small groups.
- b. Contribute to the development and implementation of One Page Profiles.
- c. To provide physical and communication support using modes of communication appropriate to the individual needs of the child
- d. To provide communication support to enable full access to the curriculum and any extra curricula activities e.g. lessons, assemblies, parents' evenings, reviews and visits.
- e. To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- f. To help plan and organise learning activities for students being supported
- g. To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- h. To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g. assisting with lifting moving and handling, intimate care
- i. To clarify, modify and adapt materials to an appropriate level according to need



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- j. To participate in the Academy's student mentoring programme and ALA programme
- k. Under the guidance of the SENCO, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- l. To monitor the progress of identified students, keep written records consistent with Academy systems and provide the teacher with feedback on students' progress in relation to provision
- m. To provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the Academy's Behaviour Management Policy. Contribute to programmes of support for identified students
- n. To liaise with professionals and external agencies where necessary under the direction of the SENCO
- o. To contribute to the target setting and review process and support pupil in meeting specific targets of IEP.
- p. To liaise with staff, parents and relevant professionals

2. Supervising and monitoring pupils

- a. Encouraging pupils to play games, initiating and joining in as necessary
- b. Encouraging pupils to include other pupils in their games
- c. Listening to pupils' worries and concerns, comforting/referring to appropriate person if necessary
- d. May be required to care for sick or injured pupils, administering first aid for minor injuries or sickness, taking home or to hospital if necessary, and generally giving comfort and care to such pupils, liaising with parent(s)/guardian

3. CLASSROOMS

- a. Ensuring that classroom is clean and tidy and ready for the next school day.
- b. Ensure that water is available for the children at all times and cups should be washed and put away ready for the next school day.
- c. Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities
- d. Food should not be consumed in the classroom.
- e. It is the responsibility of all staff to take care of the school's property and the Health and Safety of the Children. Any spillages should be cleaned up immediately.



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- f. You should be mindful of their carbon footprint and care for the environment by not using excess water, electricity, paper, printing, photocopying etc.

Date Palm Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All posts will require full vetting checks including references prior to interview and a DBS check.